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Graduate Program

Policies & Procedures

Department of Agricultural Economics
College of Agriculture
University of Illinois

AET-10-90
August, 1990

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Preface

Most of the policies and procedures reported in this publication were approved by the faculty of the Department of Agricultural Economics during the 1989-90 academic year to become effective for students entering our graduate programs beginning in the fall semester of 1990. In addition, however, during the summer of 1990, the Department of Economics made changes in their course offerings and examination procedures which impact our program of study for the Doctor of Philosophy degree in Agricultural Economics.

Our Graduate Programs Committee reviewed the changes being made by the Department of Economics, considered various ways in which the Department of Agricultural Economics might alter its policies and procedures to adapt to these changes, and recommended changes in our published policies. These recommended policy changes will be implemented on an interim basis pending more extensive assessment by our Graduate Programs Committee and through discussion by our faculty during the 1990-91 academic year. But the revised policy and procedures as reported in this publication will be the requirements for all new graduate students enrolling in our Doctor of Philosophy degree program beginning in the fall semester of 1990.

One of the interim changes in the policy reported in this publication involves the economics course requirements of the Ph.D. program as reported on page 7. Under the interim requirement, the Ph.D. student must complete three units of economic theory including two rigorous Ph.D. courses in either microeconomic theory or macroeconomic theory and one rigorous Ph.D. theory course in the other area. One of the three theory courses must be Economics 402, Microeconomic Theory, I.

A second interim change involves the written preliminary examinations as reported on pages 9-11. The Department of Economics plans to discontinue offering written preliminary examinations in economic theory. Students initially enrolling in our Ph.D. program in the fall semester of 1990 will not write an economic theory preliminary examination. They will be required to pass two written preliminary examinations in agricultural economics. In lieu of a written preliminary examination in economic theory, academic performance in the required economic theory courses will be used as a screening device to determine whether students are qualified to continue study for the Doctor of Philosophy degree in Agricultural Economics (see Grade Point Requirement on page 15).

To continue studies for the Ph.D. degree, the Department will require that the student earn a grade point average of at least 4.00 (where A=5.00) in the three rigorous Ph.D. economic theory courses required of all students in the Ph.D. program. Students not meeting this grade requirement may attempt to raise their grade point average by retaking one of the three economic theory courses. The student will be allowed to retake only one of the three theory courses and will be allowed to retake this course only once. The grade earned in the retaken course will be substituted for the original grade in that course in determining whether the 4.00 grade point average requirement has been met which allows continuance in the Ph.D. program (see Retaking Economic Theory Courses on page 23).

TABLE OF CONTENTS

I.	<u>Graduate Degrees and Areas of Study Offered</u>	1
	Agricultural Economics (1)	
	Rural Sociology (2)	
	Minors (2)	
II.	<u>Program of Study for M.S. Degree</u>	3
	Major and Minor (3)	
	Courses and Units (3)	
	Transfer Credit (4)	
	Thesis (4)	
	Final M.S. Examination (5)	
	Grade Point Requirement (6)	
	Time Limit (6)	
	Continuation for the Ph.D. Degree (6)	
III.	<u>Program of Study for the Ph.D. Degree</u>	6
	Major and Minor (6)	
	Courses and Units (7)	
	Transfer Credit (8)	
	Dissertation (8)	
	Workshops (9)	
	Specialty Fields (9)	
	Examinations (9)	
	Written Preliminary Examinations (9)	
	Final Preliminary Examination (11)	
	Final Ph.D. Examination (13)	
	Grade Point Requirement (15)	
	Time Limit (16)	
IV.	<u>Academic Advising</u>	16
	Initial Program Planning Committee (17)	
	Major Adviser (17)	
	Advisory Committee (18)	
V.	<u>Enrollment and Grading Options</u>	18
	Standard Grading Procedure (18)	
	Credit/No Credit Option (19)	
	Auditing Courses (20)	
	Extramural and Correspondence Courses (20)	
	C. I. C. Traveling Scholar Program (20)	
	Enrollment Requirements (21)	
VI.	<u>Problem Solving</u>	21
	Removing Admission Deficiencies (21)	
	Course Changes (22)	
	Retaking Written Preliminary Examinations (22)	
	Retaking Economic Theory Courses (23)	
	Petitioning (23)	
	Grievance Procedure (24)	

TABLE OF CONTENTS
(continued)

VII.	<u>Graduate Appointments and Other Financial Support</u>	24
	Fellowships (24)	
	Assistantships (25)	
	Tuition and Fee Waivers (25)	
	Part-Time Workshops (25)	
	USDA Appointments (26)	
	Student Loans (26)	
VIII.	<u>Secretarial and Other Auxiliary Services</u>	26
IX.	<u>Publication of Student Research</u>	27
	Appendix A. Sample Program for M.S. Degree	29
	Appendix B. Sample Program for Ph.D. Degree.	31
	Appendix C. Courses for Quantitative Methods Requirement	33
	Appendix D. Normal and Maximum Credit Loads.	35

GRADUATE PROGRAM POLICIES AND PROCEDURES

Department of Agricultural Economics
(Including Rural Sociology)
University of Illinois

The purpose of this publication is to identify the current policies and procedures for the graduate program of the Department of Agricultural Economics. These policies and procedures are based on rules at the University, Graduate College, and Department levels as well as evolving customs and practices. Whether you are a current or prospective graduate student, familiarity with the contents of this publication will enhance the realization of the potentials of our graduate programs. Faculty and staff members of the Department seek to create an environment where scholarship and learning can thrive. You are encouraged to ask for their advice regarding any matter, either covered or omitted here, related to Departmental graduate programs.

Additional information is available in the following publications which may be requested from the Department office (304 Mumford Hall):

- a. *Explore Economic Opportunities--Graduate Studies in Agricultural Economics* (Department publication).
- b. *Graduate Programs* (University publication).
- c. *A Handbook for Graduate Students* (Graduate College publication).
- d. *Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students* (University publication).
- e. *Instructions for Preparation of Theses* (Graduate College publication).

I. Graduate Degrees and Areas of Study Offered

Agricultural Economics. Two graduate degree programs are offered in the Department: Master of Science in Agricultural Economics and Doctor of Philosophy in Agricultural Economics. Official designation of the degree does not indicate any further specialization, but students may focus on a particular area through the selection of their course program and research topic. For

the Ph.D. degree, further specialization is obtained through the selection of the two specialty fields in which preliminary examinations will be written and the selection of a minor field, if desired.

Specialty fields for course planning, examinations, and research in the graduate program include:

1. Agribusiness and Farm Management
2. Agricultural Finance
3. Agricultural and Food Policy
4. International Agricultural Economics
5. Marketing and Agricultural Prices
6. Natural Resource Economics
7. Production Economics
8. Quantitative and Research Methods
9. Rural Community Development

Rural Sociology. Those interested primarily in rural sociology ordinarily enroll for a degree in the Department of Sociology rather than in Agricultural Economics. Applications for admission to graduate work in sociology submitted to the Department of Agricultural Economics will be forwarded to the Department of Sociology for review and action.

Sociology majors may undertake specialized course work and research in the subdiscipline of rural sociology in the Department of Agricultural Economics. In addition, the academic adviser will usually be one of the rural sociology staff in the Department of Agricultural Economics (who also has an appointment in the Department of Sociology). Thesis research will ordinarily be conducted under the supervision of this adviser. Students interested in specializing in rural sociology may apply for a research assistantship in the Department of Agricultural Economics.

Minors. No official recognition is given to a minor at the Master's degree level of graduate study in agricultural economics. However, extensive

opportunities exist for a Master's program in other fields to be strengthened by courses selected in agricultural economics and rural sociology.

For a Ph.D. student in another department to qualify for a minor in agricultural economics, two units* must be completed in agricultural economics and/or rural sociology, at least one being at the 400-level; and the written preliminary examination must be passed in the appropriate area of concentration. The minor must be planned under the guidance of a staff member appointed for this purpose by the Head of the Department of Agricultural Economics.

II. Program of Study for M.S. Degree

Major and Minor. The official major for all Master's degrees in this department is Agricultural Economics. Although this may be unofficially modified by specific areas of emphasis through the selection of courses and thesis topic, no official minor is required or recorded.

Courses and Units. The M.S. degree program has a minimum of eight units, including six units of course work. At least four units must be at the 400-level, and two of these four must be in agricultural economics and can be for 499 (thesis) credit. Within these general requirements, the Master's degree program must include a minimum of:

1. Two units in economics, at least one of which is in economic theory. One of these could also fulfill requirement "2" below.
2. One unit in quantitative and research methods. This unit is to be selected from the courses listed in Appendix C.

*Credit for graduate students taking courses numbered 300 and above is counted in units. One unit is considered the equivalent of 4 semester hours of credit.

3. Four units in agricultural economics, including thesis and at least two units of course work. One of these could also fulfill requirement "2" above.

Ordinarily, two units of credit are earned with the M.S. thesis, although there is no maximum limitation so long as the minimum of six units of course work is fulfilled. A sample program for the M.S. degree is given in Appendix A.

A mathematics refresher workshop is offered by the Department of Agricultural Economics close to the beginning of each fall semester. This course is intended to help students with graduate classes in agricultural economics and economics. All new graduate students in the Department are strongly encouraged to take this class during their first fall semester in residence.

Transfer Credit. A student who has graduate courses completed elsewhere but who does not have a Master's degree may petition for transfer of credit using the official petition form. This form requires a recommendation from each of the following faculty members of the University of Illinois: the student's academic adviser, the staff member designated to examine the student in the course work in question, and the Head of the Department of Agricultural Economics. The petition must also be approved by the Dean of the Graduate College.

Thesis. Except in unusual circumstances, each candidate for the Master's degree is required to write a thesis. Students are encouraged to take Ag Ec 406, which is intended to assist them in the development of a research project. Students with previous research experience evidenced by a graduate thesis or published work evaluated as comparable to an acceptable Master's thesis may petition for a waiver of thesis requirements. Upon written recommendation of the student's advisory committee, the Department Head determines

whether the thesis is to be waived and the amount of additional course work that is to be taken in lieu of a thesis, and will inform the student and adviser with a copy for the student's file. Waiver of thesis does not ensure successful completion of the Master's degree.

Final M.S. Examination. If the Master's thesis is waived, the student's advisory committee will conduct a comprehensive examination covering the student's course program in order to determine qualification for the Master's degree. If the student writes a thesis, the advisory committee will conduct an oral examination of the student on the thesis and a general knowledge of agricultural economics before the thesis can be approved and submitted to the Graduate College. The merits of publishing the research will also be discussed in this examination. The thesis must be submitted to the examination committee at least one week prior to the scheduled oral examination date. Providing all committee members agree, a shorter reading period is permitted. One copy of the approved thesis must be deposited in 304 Mumford Hall one week before the thesis is due in the Graduate College office. The oral examination should be scheduled so as to permit the above sequence.

The chairman of the examining committee will submit a written report to the Department Head following the examination. This report will state the results of the examination as "pass" or "fail", and will include a recommendation about the student's potential for completing a Ph.D. degree as well as an evaluation of the student's academic strengths and weaknesses.

With regard to the format of the thesis, the Graduate College has the final responsibility for determining that requirements have been met. A leaflet detailing the Graduate College requirements is available in the Graduate College thesis office or in 304 Mumford Hall. The remainder of the

format check is assigned to the Department and is completed by the student's major adviser (thesis supervisor). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the thesis such as deposit deadlines are shown in other publications available from the Graduate College office. The Graduate College deadline for being included on the degree list for a given semester is available in 304 Mumford Hall.

Grade Point Requirement. To qualify for an M.S. degree, the Department requires a grade point average of at least 4.00 (where A=5.0) for graduate work completed on this campus.

Time Limit. All requirements for a Master's degree must be completed within five years after first registration in the Graduate College.

Continuation for the Ph.D. Degree. At least three months prior to completing the Master's program, any student desiring to continue for the Ph.D. in this Department should file for admission to the Ph.D. program by completing the form, "Application for Graduate Appointment", and submitting it to 304 Mumford Hall. The Department will evaluate the student's credentials and inform the student in writing of the decision regarding admission to the Ph.D. program and financial support during this study program, contingent upon a favorable recommendation from the examining committee after the final M.S. examination.

III. Program of Study for the Ph.D. Degree

Major and Minor. The official major for the Doctor of Philosophy degree taken in this Department is Agricultural Economics. One or more minor areas of course work, i.e., a related group of courses in one or more departments, may be desired. Although it is not officially recorded except on oral or

final examination forms, the major adviser should be aware of a student's choice in this matter. The minor's content, and examination if required, must be approved by the department(s) or division(s) concerned.

Courses and Units.** The Ph.D. degree program has a required minimum of 24 units including:

1. Three units of economic theory courses including two rigorous Ph.D. courses in either microeconomic theory or macroeconomic theory and one rigorous Ph.D. theory course in the other area. One of the three theory courses must be Economics 402.
2. Two units of quantitative and research methods, including one unit in econometrics and one unit in mathematical programming. A list of approved courses is included as Appendix C.
3. Eleven units of electives from this or other departments including any credit from the Master's degree (maximum of eight units) not used to meet the Ph.D. requirements specified above.
4. Eight units of dissertation research in agricultural economics. Up to one unit earned in Ag Ec 406 and a 400-level Research Workshop offered by the Department may be counted toward the eight-unit dissertation research requirement.

A minimum of six units of course work (including Ag Ec 491, but excluding Ag Ec 499) must be taken after passing the examination for the Master's degree.

A student will only be accepted for admission to the Ph.D. degree program contingent upon completion of an acceptable Master's degree at this or another university. A sample program for the Ph.D. degree is given in Appendix B.

A mathematics refresher workshop is offered by the Department of Agricultural Economics close to the beginning of each fall semester. This course is intended to help students with graduate classes in agricultural economics and economics. All new graduate students in the Department are strongly encouraged to take this class during their first fall semester in residence.

**See footnote on page 3 for definition of a unit.

No foreign languages are required by the Department for the Ph.D. degree although a knowledge of one or more foreign languages is sometimes important to the educational objectives of the student, particularly to facilitate research involving study in a foreign country or using literature in a language other than English.

Transfer Credit. Approved graduate courses completed elsewhere, or graduate credit for a Master's degree may be used (up to eight units), to fulfill part of the Ph.D. course requirements. The same procedure for obtaining approval of transfer course credit as outlined for the M.S. degree program shall be followed. (See page 4.)

Dissertation. A dissertation is required in which the student demonstrates the capacity for independent research on a topic within a major field of study. Students are encouraged to take Ag Ec 406, which is intended to assist them in the development of a research project. The topic must be reported to the Graduate College at the time of the final preliminary examination. (See pages 11-14.) If there is a subsequent substantial change in the dissertation topic, this must be reported to the Graduate College on a form available in the Graduate College office.

The Graduate College has the final responsibility for determining that requirements with regard to the format of the dissertation have been met. A leaflet detailing Graduate College requirements is available in the Graduate College thesis office or in 304 Mumford Hall. The remainder of the format check is the responsibility of the Department and is assigned to the director of the dissertation research (normally the student's major adviser). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the dissertation such as deposit

deadlines are shown in other publications available from the Graduate College office.

Workshops. The Department of Agricultural Economics offers research workshop courses which are intended to foster the development and sharing of faculty and student research. Workshops are organized along lines of current faculty and student subject matter interests.

Students are encouraged to attend and participate in workshops throughout their program of study. They may register for zero, 0.25, or 0.5 units of credit in a workshop in a given semester. Registration may begin in any semester and may recur through completion of the dissertation. Up to 0.5 units of workshop credit can be counted toward the 8 units of thesis credit required for the Ph.D.

Specialty Fields. Each student must declare two fields of specialization from among the areas listed on page 2. The student may also petition to have other work, taken in a specialty field not listed on page 2, recognized as a field of specialization. This should be done well in advance of completing course work in the proposed field. The student must take and pass a written preliminary examination in each specialty field.

Examinations. Ph.D. students majoring in agricultural economics must satisfactorily complete the following examinations, in addition to those required in course work: written preliminary, final preliminary (oral), and final (oral).

Written Preliminary Examinations. Written preliminary examinations must be passed in two areas of agricultural economics; one examination in each of two specialty fields of the student's choice from among the nine specialty fields listed on page 2 or as established by petition. The written prelimi-

nary examinations in the nine subject matter areas are offered within a two-week time period, two times a year, early in each semester. The Department Head announces the time of each examination and deadline for indicating intention to take a particular examination. The purpose of these examinations is to evaluate the student's comprehension of the knowledge encompassed in these specialty fields and ability to apply this knowledge to economic problems. Those choosing the field in quantitative and research methodology have the option of satisfying that requirement by passing the examination administered by the Agricultural Economics faculty, or by passing the econometrics preliminary examination given by the Economics faculty.

All students writing an examination in a given specialty field in a given examination period will be administered the same examination by the same committee. A student must write both agricultural economics examinations in the same examination period unless an examination is being repeated. If the preliminary examination in quantitative and research methodology is taken in the Economics Department it must be taken in the same or an adjacent time period.

The faculty assigned to each specialty field in agricultural economics is responsible for selecting a faculty committee to develop, administer, and evaluate the preliminary examinations written in that area. Not later than July 1 of each year, the chairperson of each specialty field will provide to the Department Head a written list of the names of three or more faculty members who will function as the examining committee for both examinations offered in that area during the coming academic year. A majority must be members of the Graduate Faculty. The committee may include a faculty member from another department who teaches a course or courses that prepare agricul-

tural economics students for the preliminary exam. The list will also designate an examination chairperson from agricultural economics for each of the two examining periods. The same examination committee will function throughout a given academic year with rotation of membership from year to year as deemed appropriate by the faculty of each group. The examination committees will be listed in *Faculty Facts* (Department publication).

If a member of an examination committee is unable to perform the duties described here, the Department Head will designate an alternate member. All members of the committee will read all of the examination papers and the committee decision, based on a majority vote, will be reported within two weeks, but not prior to completion of the writing of the last agricultural economics specialty examination within that examination period. The chairperson reports the results of each examination in writing to the Department Head as "pass" or "fail" with a copy to the student and major adviser. Additional qualitative remarks are appropriate, if desired, providing they represent the consensus of the examining committee. A copy of the examination and the student's answers are made a part of the student's file in 304 Mumford Hall.

Rules regarding retaking failed written preliminary examinations are given on pages 22 through 23.

Final Preliminary Examination. The purpose of the final preliminary examination is to evaluate the student's ability to do the following: 1) orally indicate comprehension of and the ability to apply the knowledge encompassed in the student's required and elective courses and 2) propose, present, and defend a dissertation research proposal. Prior to the final preliminary examination, the student must have completed all requirements except the dissertation (see "Courses and Units" on page 7) including:

1. The minimum of sixteen units of graduate course credit.
2. Removal of all excused and deferred grades (other than Ph.D. thesis units).
3. All other requirements of the major and minor departments.

In addition, the student is not permitted to register for more than three total units of credit in Agricultural Economics 499 (thesis research) prior to taking the final preliminary examination.

The Department Head, in consultation with the major adviser, will recommend to the Dean of the Graduate College the final preliminary examination committee and its chairperson. The student's major adviser and dissertation research supervisor (if different from the major advisor) shall be members of the committee. A faculty member selected from outside the Department representing a related area of competency will also serve on the final preliminary examination committee. Usually the member from outside the Department is from the Department of Economics, but other related fields are acceptable. If the student designates a minor field, the examination committee should include faculty from the designated minor department. All members of this committee must be members or emeritus members of the Graduate Faculty.

The final preliminary examination shall be open to the public. After the final preliminary examination committee is approved by the Dean of the Graduate College and at least 10 days before the examination, a date, time, and place for the examination will be announced through the Department *Newsletter*. While the examination is conducted in public, the committee deliberations are conducted in an executive session.

Two decisions must be made by the final preliminary examination committee. One is whether the student shall be advanced to candidacy for the Ph.D.

degree. On this question, the committee's decision must be unanimous and the results must be reported on the appropriate form through the Department administrative office to the Graduate College as "pass", "decision deferred", or "fail". If agreement cannot be reached, it is the responsibility of the chairperson of the committee to consult with the Dean of the Graduate College. If a student who fails is allowed by the original final preliminary examination committee to take the examination a second time, the committee shall be appointed anew in the same way as indicated above.

The second decision for the final preliminary examination committee is whether the dissertation topic and research plan are acceptable. This finding is made a matter of record by means of a letter from the major adviser to the Department Head, with a copy to the student. If the committee finds the topic acceptable, the final evaluation of the dissertation, with reference to the degree requirement, will be based on the adequacy with which the topic is treated and not on the appropriateness of the topic selected.

The student need not be registered at the time of the final preliminary examination; however, a Ph.D. candidate must register each full term after successfully completing the final preliminary examination until the 24-unit credit requirement has been completed. Candidates in absentia are not required to register provided the above requirement has been fulfilled, but in such a case, must apply for readmission and be registered during the term in which the final Ph.D. examination is taken.

Final Ph.D. Examination. The final (oral) examination, following completion of the dissertation, is conducted in accordance with procedures outlined by the Graduate College. The purpose of this examination is to evaluate the student's performance in the dissertation research and ability to use the

knowledge gained in graduate study in a professional manner in the field of agricultural economics. The merits of publishing the research of the dissertation will also be discussed in this examination.

The final examination committee is composed of at least four, customarily five, faculty members. All members, including the director of the dissertation research, must be chosen from among members of the Graduate Faculty. The committee, usually the same as the final preliminary examination committee (see pages 11-13) and representing staff competencies relevant to the dissertation research, is appointed by the Dean of the Graduate College upon recommendation of the Department Head. The major adviser should contact the Department Head approximately one month in advance of the final examination requesting the appointment of the committee, suggesting its membership, and providing a tentative examination date.

One of the members of the committee is from outside the Department and represents a related area of competency, usually economics. Faculty members from other universities with special expertise in the area of research covered by the dissertation may also serve on this committee. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses, should accompany a recommendation from the Department of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve. The major adviser serves as chairperson of this committee.

The chairperson is responsible for scheduling the final examination and notifying the membership of the time and place. The student must submit the dissertation to the examination committee at least one week prior to the

scheduled final examination date. Providing all committee members agree, shorter reading periods are permitted.

The decision made at the final examination must be unanimous, and the results must be reported on the appropriate form through 304 Mumford Hall to the Graduate College as "pass", "decision deferred", or "fail". Each committee member must also indicate that the thesis has been read and found to be "satisfactory", "satisfactory, pending revision", or "unsatisfactory". If the committee does not agree on a recommendation, the chairperson of the committee must confer with the Dean of the Graduate College.

Following passage of the final examination, one copy of the approved dissertation must be deposited in 304 Mumford Hall one week before the dissertation is due in the Graduate College office. The Graduate College deposit deadline which allows inclusion on the degree list for a given semester is available in 304 Mumford Hall.

If more than one year elapses between a student's passing his or her final examination and depositing the dissertation with the Graduate College, the dissertation must be accompanied by a statement from the executive officer of the student's major Department to the Dean of the Graduate College. The statement should recommend acceptance on the basis that the thesis is essentially the one previously defended and the late award of the degree is appropriate.

Grade Point Requirement. To continue studies for the Ph.D. degree, a student must earn a grade point average of at least 4.00 (where A=5.00) in the three rigorous Ph.D. economic theory courses required of all students in the Ph.D. program. In addition, to qualify for the Ph.D. degree, the Department

requires a grade point average of at least 4.00 for all graduate study completed on this campus.

Rules regarding retaking of economic theory courses in order to meet the grade performance requirement in economic theory are given on page 23.

Time Limit. Candidates for the Ph.D. degree who do all their graduate work at this University must complete all requirements within seven calendar years after first graduate registration. A candidate with a Master's degree received elsewhere or a graduate of this University whose study is interrupted between the M.S. and Ph.D. programs must complete all requirements within six years of the first registration for the Ph.D. degree. A candidate for the Ph.D. is required to take a second preliminary examination if more than five years elapse between the final preliminary and final examinations.

IV. Academic Advising

The most important advisory function is to assist students in planning their individual graduate programs, while permitting sufficient flexibility to make changes if new interests or courses develop. Planning is necessary to ensure that desired courses are preceded by prerequisites and that logical course sequences are maintained. This counseling is emphasized by the need for the doctoral student to properly sequence those courses, some of which are not offered each year, which adequately prepare the student for the written preliminary examinations. The ultimate goal is to plan programs that fit the individual student's objectives and talents and that meet the criteria for excellence in graduate education. Helpful advice and counsel depends on an exchange of information about an advisee's entering academic background and subsequent progress.

The committees described in this section serve in an advisory capacity. The final responsibility lies with the graduate student and major adviser for building an individual program within the framework of the particular degree requirements.

Initial Program Planning Committee. A temporary committee, usually composed of two faculty members and one continuing graduate student, is appointed for each new student by the Department Head in consultation with the chairperson of the Department Graduate Admissions and Recruitment Committee. The function of this committee is to assist the student, prior to initial registration, in selecting the program and course sequence that best meets individual objectives and requirements. The official responsibilities of the committee are fulfilled before advance enrollment for the second semester, although the student may continue to seek the advice of members of the committee.

Major Adviser. All graduate students have an official major adviser, who serves as the representative of the Graduate College and the Department in helping the student fulfill individual program objectives and meet minimum degree requirements. Prior to advance enrollment for the following semester during the first semester of study, each new student, in consultation with departmental administration, must select a major adviser. The new doctoral student should select a major adviser from one of the two specialty fields in which the student expects to write the agricultural economics preliminary examinations.

Such initial selections, and any subsequent changes, are recorded on an appropriate form to be filed with the departmental administration, the adviser, and the student. The adviser (who must be a member of the Graduate

Faculty to advise Ph.D. candidates) is designated by the Department Head after consideration of the student's preferences, interests, and experiences. If interests and program objectives evolve differently than anticipated, the student may change to a different major adviser at any time during the program, in consultation with the Department Head and the faculty members involved.

Advisory Committee. The advisory committee, composed of the major adviser and at least two additional faculty members, guides the student throughout the graduate career. The members of this committee are selected by the student as soon as practicable, after consultation with the major adviser and the Department Head. For doctoral students, the committee must include faculty members from both of the agricultural economics specialty fields in which the student plans to write preliminary examinations. Changes in the committee membership may be initiated by the student, the major adviser, or the Department Head.

For the Master's candidate, the advisory committee administers the final examination. For the Ph.D. candidate, the advisory committee may develop into the majority of the official, final (oral) examination committee appointed by the Dean of the Graduate College.

Students are encouraged to seek counsel and information as needed from any member of the faculty.

V. Enrollment and Grading Options

Standard Grading Procedure. The University of Illinois grading system is as follows: A = excellent; B = good; C = fair; D = poor; E = failure; with corresponding numerical values of A = 5.0; B = 4.0; C = 3.0; D = 2.0; E = 1.0. In calculating the grade point average of a graduate student, only courses

taken for unit credit and with grades of A through E are included in the computation. (See the publication *Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students* for further detail on the grading system.)

Each of the student's instructors in agricultural economics will be encouraged to report the student's grade and rank in class for the course to the Department Head on a form obtained from 304 Mumford Hall. The report includes a statement concerning the performance, progress, and potential of the student. The information from these reports will be entered on a master record for each student which is open to that student. The Department Head may seek similar information from instructors in other departments. After the Department receives the grades for its graduate students, the departmental secretary will enter on this master record any credit/no credit grades appearing on the student's grade report.

Credit/No Credit Option. The credit/no credit option has been extended to graduate students by the Graduate College, with the limitation that two units of graded course work (not including thesis and noncredit seminar) must be completed for every one unit on the credit/no credit option. Further departmental policy provides that a graduate student with a major in agricultural economics is permitted to take any course within the above ratio on a credit/no credit option except: 1) for the Master's degree candidate, the specified two required units of economics and the specified one required unit of quantitative and research methods, and 2) for the doctoral candidate, the specified three required units of economic theory and the specified two units of quantitative and research methods.

Election of the credit/no credit option requires approval of the major adviser and completion of the "Credit/No Credit Option" form no later than the last day for dropping a course without academic penalty. Once elected, the credit/no credit option may be removed by completion of a second "Credit/No Credit Option" form no later than the same deadline (about the end of the eleventh week of instruction during a regular semester). There is no difference between credit/no credit courses and graded courses concerning course load and units of credit.

Auditing Courses. A student may audit any course by filing a "Visitor's Permit" form with the Office of Admissions and Records and paying the appropriate fee, if required, following approval of the instructor involved and of the Graduate College. Such official audit courses earn no credit but are entered on the transcript. Courses to be attended on an audit basis are not to be entered on the "Program Request Form". A person who audits a course is not allowed a proficiency or special examination for credit therein at any time.

Extramural and Correspondence Courses. Extramural graduate course credit up to two units may be applied toward a Master's degree only. Such courses should be approved in advance by the major adviser as part of a program planned to meet the requirements of the M.S. degree. Correspondence courses may not be used to fulfill any course unit requirement for a graduate degree, but may be used in removing deficiencies.

C. I. C. Traveling Scholar Program. The Committee for Institutional Cooperation Traveling Scholar Program for Graduate Students offers the opportunity for degree candidates at the University of Illinois to take selected courses at ten other midwestern universities, to benefit from special offer-

ings or facilities at these other institutions (Big Ten schools and the University of Chicago). Participation requires prior approval from the major adviser, the Department Head, and the Graduate College and an endorsement from the host institution. The student registers at the University of Illinois for the work being taken at the cooperating university. Additional information is available from the Graduate College.

Enrollment Requirements. Students who are enrolled at the University of Illinois Urbana-Champaign campus during the spring or fall semesters may advance enroll for the following semester. Specific instructions may be obtained from the student's major adviser or in 304 Mumford Hall. For registration or advance enrollment, each student must complete the "Program Request Form" and have it signed by the major adviser. For advance enrollment, the completed form must be deposited in 304 Mumford Hall.

All graduate students majoring in Agricultural Economics must register in Section A of Agricultural Economics 491 each semester they are in residence in this Department. Normal and maximum credit loads appropriate for graduate appointments are specified in Appendix D.

VI. Problem Solving

Removing Admission Deficiencies. Students who are not adequately prepared for advanced study in agricultural economics are sometimes admitted to the graduate degree program because of excellence in their scholastic record in their baccalaureate degree program and a strong motivation to enter the program. Deficiencies may exist in agricultural economics, economics, mathematics, or statistical methods. Such students are admitted on a "limited status" basis and cannot graduate on such status. Regular status is gained once the deficiencies specified by the Graduate Admissions and Recruitment

Committee have been removed by taking the appropriate courses for credit. Such courses serve as prerequisites for the course requirements of the degree.

Course Changes. The *Graduate College Calendar* specifies the latest dates for adding and dropping courses. A calendar is printed each spring for the next academic year and copies may be obtained from the Graduate College, 202 Coble Hall. The dates are also available in 304 Mumford Hall. Since the Graduate College does not accept changes after these dates, except for justifiable reasons, any change made after the deadline date must be clearly justified by the student's major adviser in a memo accompanying the "Change of Program Form". In addition, a record of all courses dropped after the deadline plus the reasons for the action must be given to the Department Head and placed in the student's file, so this will be available for future reference by authorized personnel.

Retaking Written Preliminary Examinations. A student who fails a written preliminary examination in agricultural economics can write the examination in that specialty field again in a regularly scheduled examination period, if recommended by the initial examining committee. A student will not be allowed to take a written preliminary examination in a given specialty field a third time. Written preliminary examinations must be passed before the student takes the final preliminary examination.

A student who has failed a specialty field written preliminary examination for the first time, may, subsequent to discussion with the student's advisory committee, petition the Graduate Programs Committee to switch to a substitute specialty field in which to write an examination. If the petition is approved, the substituted examination will be written in a regularly scheduled examination period and must be passed on the first attempt. In

other words, failure of a substituted specialty field examination is treated the same as failure twice in the same specialty field. The intent of the substitution provision is to allow students to substitute a specialty field for which they already have some preparation, not to encourage them to begin preparation in a new specialty field.

In addition to the above substitution provision, a student who takes the econometrics examination in the Economics Department and fails may choose to retake that examination or switch to the corresponding examination in the Agricultural Economics Department. The same choice between retaking and switching holds for a student who takes the quantitative and research methodology examination in Agricultural Economics and fails. However, a student may take a total of only two written preliminary examinations in quantitative and research methodology.

Retaking Economic Theory Courses. Students who do not obtain the required 4.00 grade point average in the three rigorous Ph.D. economic theory courses required of all students in the Ph.D. program may attempt to raise their grade point average by retaking one of the three economic theory courses. The student will be allowed to retake only one of the three theory courses and will be allowed to retake this course only once. The grade earned in the retaken course will be substituted for the original grade in that course in determining whether the 4.00 grade point average has been met which allows continuance in the Ph.D. program.

Petitioning. Any deviation from policy or procedure stated herein or from other applicable regulations must be approved by the Department Head, and if a Graduate College policy, by the Dean of the Graduate College on an

official petition form. These forms are available in 304 Mumford Hall or at the Graduate College.

Grievance Procedure. Any graduate student believing that unfair treatment was received in any matter involving the Department graduate program may bring such a grievance to the Department Faculty and Student Grievance Committee. Procedures to be followed are outlined in the *Faculty Bylaws* of the Department of Agricultural Economics, available in 305 Mumford Hall.

VII. Graduate Appointments and Other Financial Support

Applications for graduate appointment are filed with the application for admission. Appointments for assistantships, fellowships, and tuition and fee waivers are initiated by the Department after evaluation of all applicants for these financial aids. The more common types of financial assistance available are described here. Normal and maximum course credit loads in relation to graduate appointments are indicated in Appendix D.

Although not required, applicants for admission and/or financial aid are encouraged to submit their Graduate Record Examinations scores. If submitted, these scores will be used along with the required information in evaluating the application. Information on stipends for fellowships and assistantships may be obtained in 304 Mumford Hall.

Fellowships. University and special memorial fellowships generally provide, in addition to the monetary stipend, exemptions from tuition and at least some of the fees assessed at the time of registration. Fellowship holders may, with approval, accept an additional part-time teaching or research assistantship, but must at all times carry three units or equivalent of course work. Holders of University and special memorial fellowships may participate actively in the Department research program.

Assistantships. The most common appointment is the graduate research assistantship although limited opportunities are available for teaching assistantships. An appointment of one-fourth through two-thirds time carries a tuition and service fee exemption. Normally, applications for assistantships exceed the number that can be awarded. Research assistants are selected on the basis of qualification for contribution to research projects in the Department. Appointments of more than one-half time are offered when experience warrants greater professional responsibility. Assistantships of less than one-half time may also be offered. Under current tax code, the assistantship stipend is taxable; taxes will be withheld from the monthly stipend.

Students on assistantships are expected to contribute to research or teaching in the Department, through the assigned project supervisor, to the extent of the time specified in their appointment. Supervision is given by the leader of the research project to which the student is assigned, or by the professor in charge of the course in the case of a teaching assistant. The assistantship supervisor and academic adviser need not be the same.

Tuition and Fee Waivers. These awards carry exemption from tuition and service fees, require registration for at least three units, and permit part-time employment. The number of tuition and fee waivers available is limited, and they are awarded to students with strong academic credentials.

Part-Time Workshops. Depending on the need for research assistance in the Department and the abilities and needs of students, hourly work may be offered over a period of several months. The student on hourly appointment does not automatically receive a waiver of tuition and fees. The experience and monetary benefits may be similar to that received on an assistantship and

this employment alternative offers considerable flexibility. Arrangements should be worked out with individual faculty members.

USDA Appointments. USDA graduate trainee appointments range from full study programs (on a leave basis for selected career professionals) to part-time, work-study arranged to suit the mutual interests of students and the USDA.

Student Loans. Several different loan funds are available, often at less than current market interest rates, from the Student Loan Office. Some carry partial cancellation for subsequent teaching.

VIII. Secretarial and Other Auxiliary Services

Some auxiliary service such as typing and machine copying of materials is normally for graduate students on assistantships or USDA appointments, or for those with assignments in the Department specifically connected with teaching and research responsibilities. All arrangements should be made through the faculty member supervising the student's work. Typing of the final copy of the thesis is the responsibility of the student.

Office space and equipment are provided, within the limitations of departmental resources. Due to current office space limitations, the Department is not able to provide desk space for all graduate students. The Department Head has delegated the assignment of desk spaces for all graduate students (except USDA appointees who are handled on a staff-allocation basis) to the officers of the Agricultural Economics Graduate Student Organization who follow these priorities: 1) doctoral students on assistantships, 2) master's students on assistantships, 3) doctoral students on fellowships, 4) master's students on fellowships, 5) doctoral students not on appointment, 6) master's students not on appointment. Graduate students may also apply for

assignment of a study carrel in the University Library, which is located less than one city block from Mumford Hall.

Computer service is available to graduate students on three bases: 1) work in connection with a research project to which a student is assigned is normally covered by the project budget and should be cleared first with the faculty member supervising the project and second with the Department Business Office in 303 Mumford Hall; 2) work in connection with a course may be covered by prior arrangement on the part of the instructor and can be cleared with the Department Business Office; and 3) work in connection with thesis research, not on a Department project, must be arranged by clearing first with the thesis adviser and second with the Department Business Office.

IX. Publication of Student Research

Students are encouraged to carry their work (particularly thesis research) to the publication stage in the Department or College, and in professional media. Such publication offers the possibility of communication to the public as well as the profession, provides useful experience, and demonstrates professional performance. Considerable responsibility rests with the thesis (or other work) adviser in implementing this process, which has the potential to add greatly to the student's professional experience.

Publication in peer reviewed professional journals at the regional and national level is particularly desirable. Faculty supervisors of research and other work can advise graduate degree candidates on how to prepare manuscripts so as to increase the probability of eventual acceptance for publication. Research work may also be reported in a variety of Department and College publications, including Cooperative Extension Service newsletters and circulars.

Applications for support to cover a period of two to four months beginning immediately after the thesis is deposited with the Graduate College, for purposes of preparing materials for publication, may be made to the Department Head.

Appendix A

Sample Program for M.S. Degree*

		<u>Units</u>
<u>Semester 1</u>		
Econ 400 or	General Economic Theory	
402	Microeconomic Theory, I	1
Ag Ec 363	Optimization Methods	1/2
Specialty area course**		1
Mathematics Refresher Workshop		<u>0</u>
		2 1/2
<u>Semester 2</u>		
Econ 401 or	General Economic Theory	
403	Macroeconomic Theory, I	1
Ag Ec 362	Applications of Regression Models	1/2
Ag Ec 406	Research Methodology in Agr. Econ.	1/2
Specialty area course**		<u>1</u>
		3
<u>Summer Session</u>		
Ag Ec 499	Thesis Research	1
<u>Semester 3</u>		
Ag Ec 499	Thesis Research	1 1/2
Specialty area course** or		
Elective***		1
Research Workshop		<u>1/2</u>
		3

*Enroll in Ag Ec 491A for zero credit upon each registration.

**Specialty area courses are selected from offerings in your chosen research area. A partial listing is given on the next page.

***Electives can be additional specialty area courses, other agricultural economics or economics electives, quantitative methods courses, or other courses chosen in consultation with the advisory committee.

Suggested Specialty Area Courses for M.S. Degree*

Agribusiness and Farm Management

Ag Ec 302	Agricultural Finance
Ag Ec 304	Intermediate Agricultural Finance
Ag Ec 312	Rural Real Estate Appraisal
Ag Ec 324	Decision Making for Farm Operators
Ag Ec 326	Professional Farm Management
Ag Ec 338	Agribusiness Management
Ag Ec 3XX	Assessing Tomorrow's Agribusiness Environment
Ag Ec 4XX	Decision Support Systems in Agriculture

Agricultural Finance

Ag Ec 302	Agricultural Finance
Ag Ec 304	Intermediate Agricultural Finance
Ag Ec 402	Agricultural Finance
Ag Ec 340	Commodity Futures Markets and Trading
B Adm 451	Financial Management
Fin 420	Macrofinance: Policies, Institutions, and Markets

Agricultural and Food Policy

Ag Ec 305	Agricultural Policies and Programs
Ag Ec 355	International Agricultural Trade
Ag Ec 405	Economic Policies and Programs Affecting Agriculture

International Agricultural Economics

Ag Ec 301	Economics of Agricultural Development
Ag Ec 355	International Agricultural Trade
Ag Ec 401	International Comparative Agriculture
Econ 328	International Economics
Area studies--Asia, Africa, Latin America, Russia	

Marketing and Agricultural Prices

Ag Ec 330	Economics of Commodity Marketing
Ag Ec 335	Food Marketing
Ag Ec 340	Commodity Futures Markets and Trading
Ag Ec 342	Agricultural Prices
Ag Ec 390	Advanced Agricultural Marketing
Ag Ec 436	Problems in Marketing Agricultural Products
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 442	Agricultural Price Analysis

Natural Resource Economics

Ag Ec 317	Introduction to Natural Resource Economics
Ag Ec 319	Regional Environmental Management Simulation
Ag Ec 463	Natural Resource Economics

Rural Community Development

Econ 360	Regional Economics
Geog 366	Location of Industry and Other Economic Activities
R Soc 477	Seminar on Community Organization

*These lists are not exhaustive. Consult with your Initial Program Planning Committee or your Advisory Committee for other possible course selections.

Appendix B

Sample Program for Ph.D. Degree*

		<u>Units</u>
<u>Semester 1</u>		
Econ 400	General Economic Theory	1
Econ 466	Quantitative Analysis for Economics	1
Econ 476 or 471	Econometrics, I Econometric Analysis	1
Mathematics Refresher Workshop		<u>0</u>
		3
<u>Semester 2</u>		
Econ 402	Microeconomic Theory, I	1
Econ 403	Macroeconomic Theory, I	1
Ag Ec 4XX	Applied Economic Theory	<u>1</u>
		3
<u>Semester 3***</u>		
Econ 404 or 405	Microeconomic Theory II Macroeconomic Theory II	1
Ag Ec 491F	Advanced Topics in Math. Programming	1
Specialty area course**		1
Specialty area course**		<u>1</u>
		4
<u>Semester 4</u>		
Specialty area course**		1
Specialty area course**		1
Elective		1
Research Workshop		<u>0</u>
		3
Specialty Field Preliminary Examinations		
<u>Semester 5</u>		
Ag Ec 406	Research Methodology	1/2
Ag Ec 499	Thesis Research	2
Research Workshop		<u>1/2</u>
		3
Final Preliminary Examination		
<u>Semester 6</u>		
Ag Ec 499	Thesis Research	3
Research Workshop		<u>0-1/2</u>
		3 1/2

*Enroll in Ag Ec 491A for zero credit upon each registration.

**Courses suggested for specialty areas are given on the next page.

***Students normally enroll for up to one unit of elective course work or thesis research in each of the summer sessions (after Semesters 2 and 4).

Suggested Specialty Area Courses for Ph.D. Degree*

Agribusiness and Farm Management

Ag Ec 4XX	Advanced Agribusiness Management
Ag Ec 4XX	Risk and Information Theory

Agricultural Finance

Ag Ec 402	Agricultural Finance
Fin 452	Long-Term Financial Decision Making
Fin 456	Investment

Agricultural and Food Policy

Ag Ec 305	Agricultural Policies and Programs
Ag Ec 355	International Agricultural Trade
Ag Ec 405	Economic Policies and Programs Affecting Agriculture
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 463	Natural Resource Economics

International Agricultural Economics

Ag Ec 355	International Agricultural Trade
Ag Ec 401	International Comparative Agriculture
Econ 405	Macroeconomic Theory, II
Selected area studies - Asia, Africa, Latin America, Russia	

Marketing and Agricultural Prices

Ag Ec 436	Problems in Marketing Agricultural Products
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 442	Agricultural Price Analysis

Natural Resource Economics

Ag Ec 463	Natural Resource Economics
Ag Ec 464	Environmental Economics: Theory and Applications
Econ 414	Public Goods Theory
Econ 491	Workshop in Environmental and Natural Resource Economics

Production Economics

Ag Ec 425	Microeconomics of Agricultural Production
Ag Ec 4XX	Risk and Information Theory

Quantitative and Research Methods

See Appendix C

Rural Community Development

Econ 314	Public Sector Economics
Econ 414	Public Goods Theory
Econ 460	Urban Economics
Econ 461	Urban and Regional Economic Development
R Soc 487	Community Research for Community Action

*These lists are not exhaustive. Consult with your Initial Program Planning Committee or your Advisory Committee for other possible course selections.

Appendix C

Courses for Quantitative Methods Requirement

Quantitative and research methods are defined to include courses which deal specifically with techniques that can be used to analyze problems studied in agricultural economics. Courses in statistics, econometrics, and operations research are generally appropriate. Courses dealing with mathematics with no direct application to agricultural economics will not satisfy the requirement. The leader of the Quantitative and Research Methodology group, with the collaboration of other group members, is responsible for preparation of this list.

M.S. DegreeApproved Courses:

Ag Ec 361, 362, 363, 406, 461
 Econ 372, 470, 471, 476
 B Adm 430-433, 435, 469, 472-476, 478, 479
 Math 361, 363, 364, 366, 369, 383, 384
 Stat 310, 311, 320, 351, 356

This list is not inclusive. Many courses in other fields of study may serve in partial satisfaction of this requirement. A student wishing to use a course not listed here to partially satisfy this requirement should petition the Quantitative and Research Methodology Group for approval. The burden of submission is on the student and it is recommended that, if feasible, the petition be made before the course is taken by submitting either the course syllabus or the course outline.

Courses Not Approved:

These courses may not be used to satisfy the quantitative methods requirement. This list is not exhaustive.

B Adm 470
 Math 315
 Econ 466

Ph.D. Degree

Two units are required, one each in econometrics and mathematical programming.

Econometrics - Approved Courses:

Ag Ec 461

Econ 471, 476

This is an all inclusive list. There are other courses such as Econ 473, 477, and 478 that are recommended but do not fulfill the econometrics requirement.

Mathematical Programming - Approved Courses:

Ag Ec 491 -- "Advanced Topics in Mathematical Programming"

I E 401 -- "Mathematical Programming, I:
Applied Nonlinear Programming"

Courses Not Approved:

Any of these courses may be taken in support of, but will not fulfill, the quantitative methods requirement for the Ph.D. This list is not exhaustive.

Ag Ec 361, 362, 363, 406

B Adm 470

Econ 466, 470

Math 315, 383, 384

I E 385, 386

Appendix D

Normal and Maximum Credit Loads

Normal Credit Loads. Graduate students with various percentages of University appointments are considered to be making normal progress toward a degree when within the following credit load ranges. Students are not encouraged to carry loads above or below these limits, although exceptions may be granted when good reasons are presented.

<u>University Appointment</u> (Percent)	<u>Normal Semester Load</u> (Units)
0-25	3 - 4
26-40	2 1/2 - 3 1/2
41-60	2 - 3
61-74	1 1/2 - 2 1/2
75-90	1 - 2
91-100	1/2 - 1 1/2

Maximum Credit Loads. The Graduate College limits the maximum amount of credit for which a University appointee may enroll in accordance with the following table:

<u>University Appointment</u> (Percent)	<u>Maximum Credit Load</u>	
	<u>Semester</u> (Units)	<u>Summer Session</u> (Units)
0-10	5	2 1/2
11-25	4 1/2	2 1/2
26-40	4	2
41-60	3 1/2	2
61-74	3	1 1/2
75-90	2 1/2	1 1/2
91-100	2	1

These maxima represent the heaviest permissible credit loads for exceptional students. They cannot be exceeded except under unusual circumstances, and then only with the adviser's approval on a petition to the Graduate College, preferably submitted prior to registration. Petitions for overloads exceeding 1/2 unit will not be granted except to tax-exempt research assistants when the overload is created by thesis credit or to certain paid interns when the overload is created by academic work performed under the internship. These guidelines will also be used in determining a student's credit load if the student is employed outside the University.



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